Help tour

Home

🡪Reports

1. You can find the Task priority counter report here, click on the respected report to view in detail
2. You can find the Self Pending task counter report here, click on the respected report to view in detail
3. You can find the Average task duration counter report here, click on the respected report to view in detail
4. You can find the Pending task trend report here

-First refresh the report, filter it if needed and also can download the respected report

1. You can find the Task completion trend report here

-First refresh the report, filter it if needed and also can download the respected report

1. You can find the Reassigned Tasks report here

-First refresh the report, filter it if needed and also can download the respected report

1. You can find the Department Task status report here

-First refresh the report, filter it if needed and also can download the respected report

🡪Processes

In this section, you can see the processes that are in your package

1. CollabPro

Before clicking the process

* This process helps you to manage tasks within the team

After clicking the process

* In this popup, you can start filling all the mandatory fields, once done can click on save and start
* Here you can assign task to yourself or anyone in team by selecting their name and clicking on save and continue
* You can find the tasks in My task feature.
* Do you have any query in CollabPro?

SmarChat will answer them for you, just type it!!

Features

In Features you can view my task, package, set up wizard(Admin) will be displayed here and also to the left of profile icon

🡪My task

In this section, you can see all the tasks which are In progress and Closed.

* In Queued Tasks, you can find the tasks that is not assigned to anyone. If there is a task that is related to you, can assign them to yourself.

🡪Setup Wizard (Admin)

In this section, you can change the details related to organization, add users their roles and departments

🡪Package

In this section, you can buy the apps after the free subscription is over and find other apps that might be needed for smooth running of your organization

🡪Profile icon

* Here in profile, you can update the needed changes and can save it
* In Logout, you can logout of the website